- Approved For Release 2003/07/29 : CIA-RDP80R01731R00130010005-6 13 100 1956 Executive Registry 8.5624 MESORALDUM FOR: Deputy Director of Central Intelligence : Deputy Director (Support) THEOLEH : Death of Agency Smalegue **FED.** TECT : Mana from DD/S to D/Fers, same subject, 3 July 56 HEFERENCE (IDAS 55-3101) 1. This memorandam combains a standard operating precedure for your energyal. 2. There follows the working precedure which will become effective with the death, injury or serious illness of an Agency employee or a person officially detailed to the Agency: a. Initial notification to the Agency can some from one of several sources, depending upon the eigenstances; by cable from an oversess location; by This or telephone from a W.S. installation; by telephone from local police or a private citizens by personal notification of an Agency employee possessing the facts. b. Hornally the initial notification is given to the office of assignment and/or, in the case of MM/P employees overseas, to the Area Division concerned. In some cases initial notification is received exclusively by the Office of Security or the Hedical Staff. Revely is the Office of Personnel the initial recipient. 25X1 Office of Personnel Principal Alternate 25X1 Office of Security 25X1 Principal 25X1 Office of General Counsel -Principal Jr., Alternate SIGIT

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